

## **WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: PLANNING & COMMUNITY DEVELOPMENT**

**DATE: JANUARY 26, 2009**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS TAYLOR  
BELDEN  
CHAMPAGNE  
STEC  
SOKOL  
PITKIN

**COMMITTEE MEMBER ABSENT:**

SUPERVISOR MERLINO

**OTHERS PRESENT:**

REPRESENTING PLANNING & COMMUNITY DEVELOPMENT:

PATRICIA TATICH, DIRECTOR

WAYNE LAMOTHE, ASSISTANT DIRECTOR

JAMIE WHITE, SMALL BUSINESS DEVELOPMENT  
COORDINATOR

REPRESENTING WARREN COUNTY ECONOMIC DEVELOPMENT  
CORPORATION:

LEONARD FOSBROOK, PRESIDENT

JENNIFER SWITZER, DIRECTOR OF FINANCE/EMPIRE  
ZONE SPECIALIST

HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE  
AND FISCAL SERVICES

TRISH NENNINGER, SECOND ASSISTANT COUNTY ATTORNEY

JOAN SADY, CLERK OF THE BOARD

KEVIN GERAGHTY, BUDGET OFFICER

SUPERVISORS GIRARD  
GOODSPEED  
STRAINER  
TESSIER  
THOMAS

DAN HALL, COUNCILMAN-AT-LARGE, CITY OF GLENS FALLS

MICHAEL BORGOS, PRESIDENT OF THE LOCAL DEVELOPMENT  
CORPORATION

THOM RANDALL, *THE ADIRONDACK JOURNAL*

CHARLENE DiRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

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Mr. Taylor called the meeting of the Planning & Community Development Committee to order at 10:17 a.m.

Motion was made by Mr. Stec, seconded by Mr. Belden and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Patricia Tatich, Director of the Planning and Community Development Department, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Ms. Tatich reported that Lawrence "Red" Pitkin, Supervisor for the Town of Thurman, had visited the Office and had been introduced to the staff. She stated that she had met with Mr. Taylor and Wayne LaMothe, Assistant Director of the Planning &

Community Development Department, to discuss the agenda.

Commencing with the pending items, the first of which pertained to the Adirondack Community Housing Trust (ACHT), Ms. Tatich said, discussions were in progress to determine opportunities for collaboration. She added that the discussions had not progressed to the point where a collaboration plan could be presented to the Committee for discussion.

Ms. Tatich advised that the second pending item referred to the Event Coordinator position which would be paid, in part, from Local Waterfront Revitalization Program (LWRP) funding. She added that the position would be discussed at the upcoming Joint Tourism/Occupancy Tax Coordination Committee meeting. Mr. LaMothe reported that the position had been discussed at the last Occupancy Tax Committee meeting; however, he added, there had not been a sufficient number of Committee members present to achieve a majority vote. Mr. Taylor noted that approval from the Occupancy Tax Coordination Committee was anticipated. Mr. LaMothe advised that the contract with the State for the LWRP had been re-written to include funding for the position.

Mr. LaMothe stated that the third pending item pertained to the Stony Creek Railroad Station Platform. He said this matter would be discussed in more detail later in the agenda. He reported that they had met with representatives from the Department of State (DOS) on the LWRP and added that they had revised the work program to set aside \$34,000 for brick and mortar funds at the Stony Creek Railroad Station Platform, which would require a force account labor match from the Department of Public Works (DPW). Mr. Pitkin asked for clarification on the location of the platform and Mr. LaMothe responded that it was at the 1,000 Acres Resort.

Ms. Tatich requested authorization to submit an application for grant funding to the New York State (NYS) Housing Trust Fund Corporation, Division of Housing and Community Renewal, HOME Program, in the amount of \$500,000. She noted that the HOME Program provided funding for housing rehabilitation for low to moderate income families. Mr. Belden asked if matching funds were required and Ms. Tatich replied in the negative and added that the grant provided administrative funds for the Housing Coordinator.

Motion was made by Mr. Sokol, seconded by Mr. Champagne and carried unanimously to authorize the submission of a grant application to the NYS Housing Trust Fund Corporation, Division of Housing and Community Renewal, for funding under the HOME Program, as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the February 20, 2009 Board meeting.*

Ms. Tatich requested authorization to submit an application for grant funding to the NYS Housing Trust Fund Corporation, Division of Housing and Community Renewal, ACCESS Program, in the amount of \$200,000. She noted that the ACCESS Program provided funding for the purpose of making homes more accessible for the handicapped and elderly. Mr. Pitkin asked if matching funds were required and Ms.

Tatich replied in the negative.

Motion was made by Mr. Belden, seconded by Mr. Pitkin and carried unanimously to authorize the submission of a grant application to the NYS Housing Trust Fund Corporation, Division of Housing and Community Renewal, for funding under the ACCESS Program, as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the February 20, 2009 Board meeting.*

Ms. Tatich requested authorization to submit an application for grant funding to the NYS Housing Trust Fund Corporation, Division of Housing and Community Renewal, RESTORE Program, in the amount of \$75,000. She noted that the RESTORE Program provided funding for residential emergency assistance for the elderly. She said that the County had received funding through this program in the past and added that she and Mr. LaMothe had attended a workshop and discovered that the maximum funding amount had been reduced from \$100,000 to \$75,000. Mr. Belden questioned the type of work that could be completed. Mr. LaMothe responded that the program was for citizens who were 60 years old or older, to address emergency situations within the home. Mr. Taylor inquired as to the eligibility requirements and Mr. LaMothe responded that it was income based on 80% of the area-wide median income, which was \$28,000 to \$38,000 per year.

Motion was made by Mr. Sokol, seconded by Mr. Belden and carried unanimously to authorize the submission of a grant application to the NYS Housing Trust Fund Corporation, Division of Housing and Community Renewal, for funding under the RESTORE Program, as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the February 20, 2009 Board meeting.*

Ms. Tatich requested authorization to extend the current contract with The Virginia Company to develop interpretive materials introducing the First Wilderness Heritage Corridor (FWHC), commencing January 1, 2009 and terminating June 30, 2009, for a lump sum amount not to exceed \$2,300. She added that this would require an extension of Resolution No. 122 of 2008. Mr. LaMothe said that the request was for an extension through June 2009, due to the fact that they had placed a portion of the project on hold to ensure that there would be sufficient funds. Hal Payne, Commissioner of Administrative & Fiscal Services, noted that the original resolution had not been written with an option to extend and therefore, a new contract with The Virginia Company would be necessary.

Motion was made by Mr. Champagne, seconded by Mr. Belden and carried unanimously to authorize renewal of the contract with The Virginia Company, as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the February 20, 2009 Board meeting.*

Ms. Tatich requested authorization for herself and Mr. LaMothe to attend the 2009 National Planning Conference in Minneapolis, Minnesota on April 25-29, 2009. She

advised that the Conference would allow them to achieve AICP (American Institute of Certified Planners) credits, through the American Planning Association (APA). She noted that they had not attended the Conference last year. She explained that they had two years in which to achieve 32 AICP credits; however, she added, conferences that were offered within New York State did not offer opportunities to earn a sufficient number of credits. She explained that the APA had requested that she give a presentation during the Conference.

Ms. Tatich apprised that FWHC grant funds would be used to cover the cost for Mr. LaMothe's attendance; \$1,000 was available in the Planning budget for Travel/Education/Conference; and an additional \$1,500 was available in the budget for other expenses. She added that she was requesting \$695 for her registration and noted that she would provide her own transportation and lodging for the conference. She summarized that the request was for authorization to expend the necessary funds for Mr. LaMothe to attend the Conference, as well as the \$695 registration fee for her to attend. Mr. Belden asked if the funds were available within the budget and Ms. Tatich replied affirmatively. Mr. LaMothe reiterated that 100% of the expenses for his attendance would come from FWHC grant funding. He added that although the funds would originally be expended from the Planning budget, they would be reimbursed by the State through the grant program. Mr. Champagne said that it was honorable that Mr. LaMothe and Ms. Tatich had reached the designation of leadership and that they had been asked to make a presentation at the Conference. Mr. Taylor noted that it was important for Ms. Tatich and Mr. LaMothe to maintain their certifications and he added that it was admirable that Ms. Tatich was willing to cover the cost of her own transportation and lodging.

Motion was made by Mr. Sokol, seconded by Mr. Pitkin and carried unanimously to authorize Ms. Tatich and Mr. LaMothe to attend the 2009 National Planning Conference, as outlined above. *A copy of the Request for Out-of-State Travel is on file with the minutes and the necessary resolution was authorized for the February 20, 2009 Board meeting.*

Mr. LaMothe apprised that the next item on the agenda was to update the Committee on the Local Waterfront Revitalization Programs (LWRP) and he noted that a three-page handout had been included in the agenda packet.

Mr. LaMothe stated that the first page, labeled 'Project Notes: Revision to Work Plan for C006530' represented the existing programs under the LWRP. He added that a large portion of the project had been completed. He advised that he had met with the DOS to discuss the work program and to re-work the remaining funds to allow for the construction of the Stony Creek Railroad Station Platform. He said that the only components of the program which had not been completed were the Stony Creek Railroad Station Platform and the FWHC Event Coordinator position.

Mr. LaMothe stated that the second page, labeled 'Project Summary 2007' represented the 2007 grant funding that had been awarded. He added that the contract had been drafted and was in the process of being reviewed by the State. He said that the

majority of the projects pertained to the Kellogg Property and the North Creek Train Station Complex. He explained that Item No. 3, Extension of First Wilderness Plan to Tahawus, would be re-worked into another element to be determined at a later date. He noted that the remainder of the projects listed were the Hadley and Lake Luzerne portions. He added that the match for Item No. 4-1, Station Site Connections, would be provided by the Town of Hadley and the match for Item No. 4-3, Lake Luzerne Linkage, would be provided by the Town of Lake Luzerne. He advised that the project was contingent on the transfer of the Kellogg Property from the Open Space Institute (OSI) to Warren County. He added that the value of the Kellogg Property was \$205,000, which would be used as local matching funds following the transfer of the property.

Mr. LaMothe apprised that the third page, labeled 'Project Summary 2008' represented the 2008 grant funding that had recently been awarded. He said that due to funding constraints, the State had not awarded the entire amount that had been requested on the 2007 applications; however, he added, in 2008 the State had awarded the remaining funds requested. He explained that the 2008 projects included an update to the North Creek Action Plan; additional work on the remaining buildings at the North Creek Train Station; some site improvements; continued updates to the website; and a market study for the quarter.

Mr. LaMothe stated that the largest hurdle to the project was the transfer of the Kellogg Property from the OSI. He added that the County Attorney had a draft of the agreement from the OSI. Mr. Champagne asked what was delaying the transfer of property and Mr. Goodspeed explained that the Elan Group had prepared a report outlining the best use of the property. Mr. Goodspeed added that Paul Butler, Director of Parks, Recreation & Railroad, would present a resolution request at the upcoming Public Works Committee meeting to approve the agreement with the OSI. Mr. Champagne questioned the outcome of the results from the Elan Group and Mr. Goodspeed said that the OSI had deferred on the use of the building at this time. He reported that the proposal was to continue with the music concert series, which had been successful in the past, and to allow a non-profit group to continue to operate a farmer's market on the site.

Mr. LaMothe stated that the Elan Group Study had been completed in coordination with the OSI and the only thing that was not allowable was a purely retail operation. He said that the rehabilitation of the buildings could not begin until the conveyance was completed.

Mr. LaMothe apprised that the Town of Warrensburg Hamlet Program was also funded under the LWRP. He added that the Town of Warrensburg was the awardee and the Planning & Community Development Department staff would assist the Town with the administration of the grant funding.

Mr. LaMothe said that there had been discussions in the Office concerning the reporting of fund awards and its implication of the staff. He explained that the programs had previously been administered through the HUD (Housing and Urban Development)

Buffalo Office; however, he added, New York State had taken over administration of the HUD Programs. He said that when HUD administered the programs, the manual had been approximately 14 pages; however, he added, the most recent Housing Trust Fund administration manual from New York State was in excess of 400 pages. He stated that the reporting process had become onerous and the State wanted copies of almost all paperwork that was completed during the process. He said that the amount of time spent on paperwork had increased tremendously, which had a significant affect on the workload. He advised that requests for future projects might need to be denied due to staffing constraints. He apprised that the State was making it more difficult to receive funds and the process had become very paper intensive.

Discussion ensued.

Mr. LaMothe noted that the Warren County Planning Board was required to provide the County with an annual report, which was on the last page of the agenda packet. He pointed out that there was a decline in the number of projects, which he attributed to the intermunicipal agreements and Memorandums of Understanding that the County had with the local communities, which eliminated some of the projects through the referral process.

Ms. Tatich reported that the Warren County Planning Board had received a notice of resignation from a member from the Town of Bolton. She added that the Internal Revenue Service (IRS) had enacted changes relating to individuals who served on committees and received a stipend and/or mileage reimbursement, that made it necessary for those individuals to submit their social security number. She noted that a few of the members were concerned with identity theft and one member had chosen to resign due to the change. She stated that she had offered the member an opportunity to continue serving on the Warren County Planning Board without submitting forms for mileage reimbursement. She advised that there was a possibility that other members would resign due to the change, as well.

Ms. Tatich apprised that the last item on the agenda was an update on the Broadband Study. She noted that she had hoped that Chairman Monroe would be present to discuss this topic. She said that Chairman Monroe had informed the Board there was a movement to do a regional project and the funds that had been earmarked for the Broadband Study by the County could be used in tandem with the other counties in the Adirondack Park for that purpose. She added that the possibility of a shared services application for a larger study had been discussed.

Ms. Tatich stated that she had provided a copy of the Planning and Community Development Department Table of Organization; *a copy of which is on file with the minutes*. She added that this was an embellished version of the Table of Organization, which identified staff members by name and the programs with which they were involved.

Privilege of the floor was extended to Len Fosbrook, President of the Warren County Economic Development Corporation (EDC), who distributed the agenda; *a copy of the*

*agenda is on file with the minutes.*

Mr. Fosbrook welcomed Mr. Taylor as the new Chairman of the Planning & Community Development Committee and said that he was looking forward to working with him. He announced that John Davidson had replaced Dan Burke as the Chairman of the Warren County Economic Development Corporation Board of Directors.

Mr. Fosbrook stated that the first item on the agenda was the presentation of the Warren County EDC's 2009 Project Priorities. He noted that there were six broad-based initiatives, as well as a list of seven individual projects which fell within the initiatives. He added that the initiatives were ranked in order of importance as determined by the Warren County EDC Board of Directors. He said that the initiatives which had an asterisk (\*) following the name, meant funding would be needed to complete the task.

Mr. Fosbrook apprised that the first initiative was entitled 'Exit 18 Development Zone'. He stated that the Exit 18 area had been selected not only for the infrastructure and the utilities, but also for the general area which included the Tech Meadows Park, the Carey Industrial Park and other commercial lands that bordered the area. He stated that a major objective of this initiative was the marketing of the land. He added that this was in line with the Town of Queensbury's approach to make Exit 18 into a more industrial area.

Trish Nenninger, Second Assistant County Attorney, entered the meeting at 11:00 a.m.

Mr. Fosbrook stated that the second initiative was entitled 'Inside the "Blue Line"'. He said that a variety of projects were included in this initiative, including the Wastewater Treatment Plant Expansion Project in the Town of Warrensburg. Although it was not listed, he continued, this initiative supported the Broadband Study. He explained that this initiative would also support the rejuvenation of the North Creek Ski Bowl, which would generate more occupancy tax revenue for the Towns of Johnsburg and North Creek.

Mr. Fosbrook apprised that the third initiative was entitled 'South Queensbury/Airport Corridor'. He explained that the area encompassed everything from Floyd Bennett Memorial Airport to the site of the former Ciba Geigy Plant. He noted that the area also included the Queensbury Business Park, for which he distributed a brochure; *a copy of which is on file with the minutes.* He added that the brochure would be mailed to a list of 2,000 potential customers. He advised that the infrastructure of the Queensbury Business Park was almost completed and the properties would be shovel-ready soon. He expressed that it had long been the desire of the EDC to try to create an access road from Quaker Road to County Line Road. He noted that an access road would create better access to Floyd Bennett Memorial Airport, as well as the Queensbury Business Park. He said that the EDC was researching the possibility of a feasibility study to place an Airport Tech Park on airport property. He continued that it was still in the conceptual stage; however, he added, they hoped to move ahead to the planning stage and make it a reality.

Mr. Fosbrook apprised that the fourth initiative was entitled 'Marketing & Business Attraction', which would be a focal point in 2009. He distributed a Warren County EDC brochure, which marketed all of Warren County; *a copy of which is on file with the minutes*. He noted that a map had been created on the inside of the brochure, that highlighted Warren County's close proximity to the Capital District. He stated that Warren County was one of the few counties that had recreational assets and shovel-ready sites to accommodate prospective businesses.

Mr. Fosbrook said that the fifth initiative was 'Tourism'. He advised that he had met with Kate Johnson, Director of Warren County Tourism, and they would be cross marketing. He added that the Tourism Department would display the EDC's brochures when they attended shows; the EDC's website would be added to the Tourism Department mailings; and the EDC would use the brochure and information provided by the Tourism Department to market the recreational assets of the County to prospective businesses. He apprised that the EDC's Board had requested that efforts be made to try to enhance tourism in the County. He added that tourism represented approximately 25% of the County's economy, although New York State did not recognize tourism as an industry.

Mr. Fosbrook apprised that the sixth initiative was the 'Glens Falls Revitalization'. He said that the EDC had applied for and received grant funding through National Grid to assist a variety of developers. He stated that all of the available properties in the City of Glens Falls were listed on the EDC's website. He noted that the Armory was a key initiative that was currently in place. He said the National Guard had contacted the County several years ago, seeking a site for the construction of their facility. He added that the National Guard did not purchase land, the space was provided for them. He continued that since they had already begun plans for the Queensbury Business Park, space within the park had been set aside for this purpose. He stated that when the current armory was vacated, they would work to get the property back on the tax rolls for the City of Glens Falls.

Mr. Fosbrook noted that the individual projects listed on page 8 of the agenda had been highlighted during the discussion on the broad-based initiatives; however, he added, the third individual project, 'Foreign Trade Zone', had not been discussed. He said that they had submitted an application to receive foreign trade zone status for Warren County. He added that they anticipated receiving certification before the end of 2009. He apprised that the EDC was continuing to work with and support the Adirondack Scenic Rail Line.

This concluded the discussion on the Warren County EDC Project Priorities for 2009 and Mr. Fosbrook requested a resolution of support. He stated that when the EDC toured in search of funding, they brought the resolution with them, to add weight to their funding requests.

Motion was made by Mr. Belden, seconded by Mr. Champagne and carried unanimously to support the various County-wide Project Priorities for 2009 undertaken by the Economic Development Corporation of Warren County. *The necessary resolution was*



*authorized for the February 20, 2009 Board meeting.*

Mr. Fosbrook stated that the next item on the agenda was to inform the Committee of changes in the Empire Zone and IDA (Warren Washington Industrial Development Agency) Programs. He explained that last week he and Jennifer Switzer, Director of Finance/Empire Zone Specialist for the EDC, had attended a conference of the New York State Economic Development Council (NYSEDC) in Albany, New York. He said the NYSEDC was an umbrella organization for all of the IDA's and EDC's throughout the State.

Ms. Switzer said that details of the changes had been included in the agenda packet. She explained that one of the biggest changes to the Empire Zone was a change from the 15 to 1 cost benefit ratio. She said that any company that was certified with the Empire Zone was required to meet a certain cost ratio. She noted that for every dollar in tax relief that the company received, they needed to invest \$20, either through capital investment or through increased employee salary and benefits. She apprised that the other big change was in the types of businesses that would be eligible effective April 1, 2009. She added that the focus was turning strictly towards manufacturing and financial services companies and extraordinary projects. She continued that in the past the tax benefit was available to smaller non-manufacturing businesses.

Ms. Switzer stated that there had been a lot of focus on the IDA at the conference, as far as compliance, evaluation and analysis of benefits. She added that the NYSEDC was not only looking at the Empire Zone Program, but also how local communities were analyzing benefits. She noted that because the State was in financial crisis, they were looking at the biggest programs that would return the largest amounts of funding back to the State.

Mr. Fosbrook stated that the change would dissolve any local control. He said that Warren County did not have a Zone Administrator Board and every business that wanted to seek these benefits would have to go through Albany. He noted that he had been advised that there would be a reduction from 400 certifications to approximately 50 certifications State-wide, and that only larger businesses would qualify.

Discussion ensued.

Mr. Taylor apprised that Municipal Shared Services had been incorporated into the Planning & Community Development Committee. He said that although there was no business before the Committee today, he had invited Dan Hall, Councilman-At-Large for the City of Glens Falls, to attend the meeting. He added that Mr. Hall would be the liaison to Warren County for Municipal Shared Services. Mr. Hall said that he was glad that he had been able to attend the meeting today.

Mr. Champagne advised that if the County was serious about the continuation of Municipal Shared Services, then it was important that a meeting be held between representatives from the City of Glens Falls and Warren County to discuss the needs and make plans. Mr. Taylor noted that although Municipal Shared Services had come

into existence as a result of conversations between the City and the County, there were opportunities for Shared Services with each of the Towns.

Mr. Hall reported that the City of Glens Falls was working with the NYS Special Olympics to host the Winter Games. He added that the event would fill approximately 800 hotel rooms. Mr. Fosbrook noted that there had recently been a Special Olympics event held in the area and Mr. Hall responded that it had been the Regional Special Olympics and the Winter Games event would be the NYS Special Olympics.

There being no further business to come before the Planning & Community Development Committee, on motion by Mr. Stec and seconded by Mr. Pitkin, Mr. Taylor adjourned the meeting at 11:40 a.m.

Respectfully submitted,

Charlene DiResta, Sr. Legislative Office Specialist